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ABSTRACT

This secondary unit of instruction on making change is one of sixteen Common Core Units in Business Education (CCUBE). The units were designed for implementing the sixteen common core competencies identified in the California Business Education Program Guide for Office and Distributive Education. Each competency-based unit is designed to facilitate personalized instruction and may include five types of materials: (1) a teacher's guide, which provides specific strategies for the units as well as suggestions for the use of the materials; (2) a student manual, which directs the student through the unit's activities and jobs and brings the student to the competency level for the unit; (3) working papers, which are consumable materials used in completing the jobs and activities described in the student manual; (4) pre/post test and quizzes; and (5) suggested electronic media. A strategies manual and the California Business Education Program Guide and supplements are also available--see note. (LRA)

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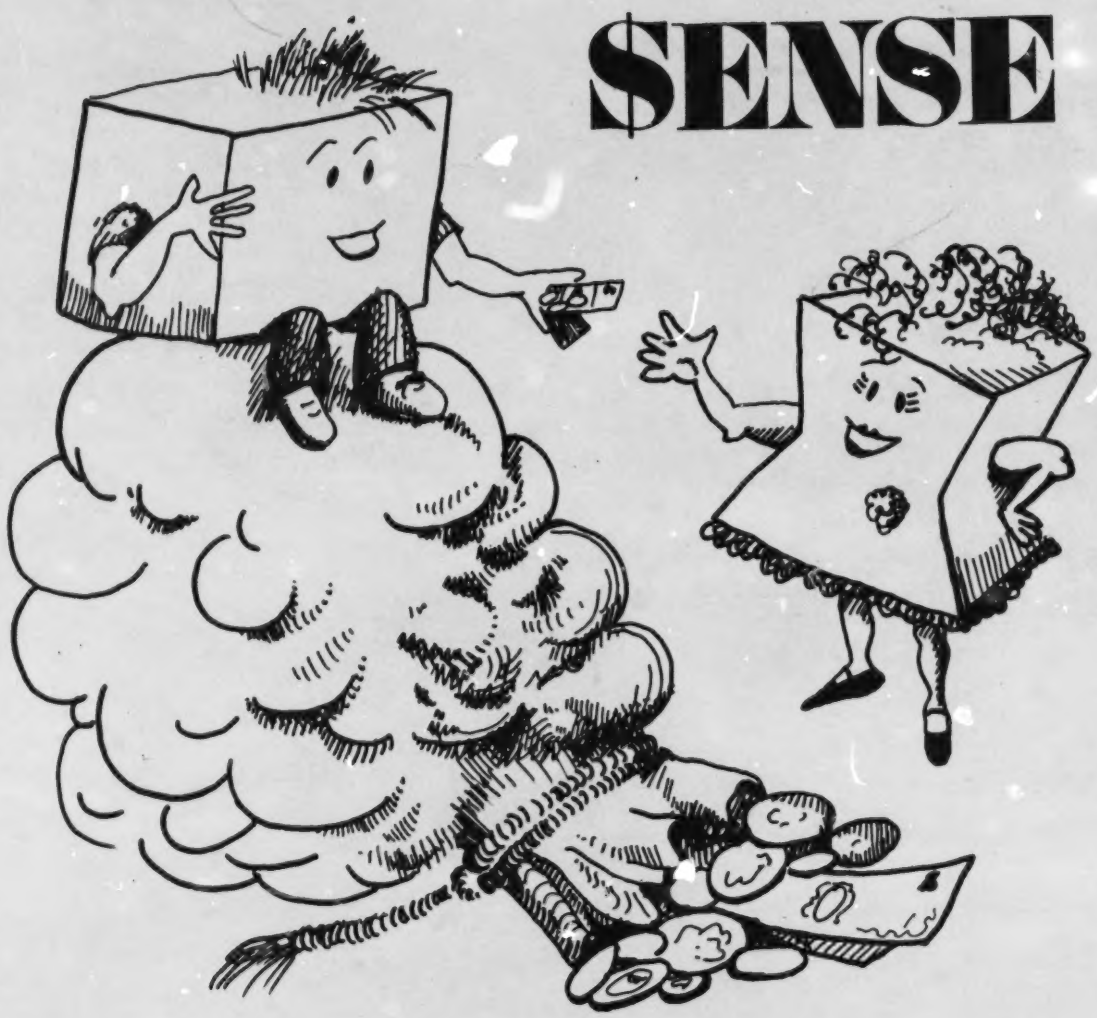
DOLLARS & $ENSE



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CUBE

COMMON CORE UNITS IN BUSINESS EDUCATION

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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DOLLAR$ AND ENE

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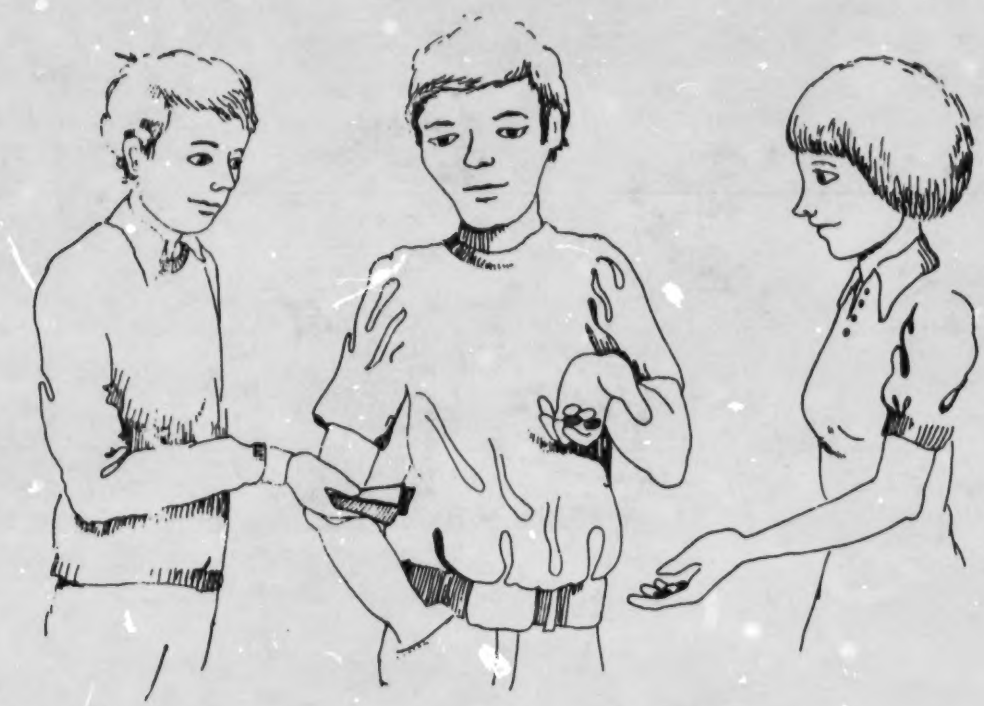
MAKING CHANGE - WHO NEEDS IT?

"MAKE CHANGE? SURE, I DO IT ALL THE TIME. NOTHING TO IT."

Well, maybe -- when you do it for your friends. You also need to know how to make change when you buy your lunch, or a movie ticket. It is a *survival skill*, that is, something you need just to live in this world.



BUT MAKING CHANGE IS A BUSINESS SKILL, TOO. Many jobs require you to make change as part of the job.

Learning How To Make Change Pays

It pays to learn a job skill. Secretaries, clerks, tellers, cashiers and salesclerks all have to be able to make change quickly and accurately. So do people in many, many other jobs. And usually you won't be taught how to make change after you are hired. You need to know how *before* you get the job.

Not only that, when you count change on your job, you need to be 100% accurate. If you make mistakes, you might easily be fired! Even worse, your boss might think you were stealing, which would be AWFUL!

Learning how to count change and be really accurate PAYS.

Mine and Thine

Handling your own money and handling someone else's money are NOT the same thing.

You can do pretty much what you like with your own money. You don't have to make a record when you get your allowance or buy a candy bar.

But when money is *entrusted* to you – that is, loaned to you to use in doing business – it is quite different! Money that is not yours has to be *accounted for*. You have to be able to show where you got it and where it went, right down to the last penny.

Your employer needs to know what happened in the business.

And you need to show that you are *trustworthy*. You want to be known as an honest employee, so you have to not only be honest, but also careful.

Most companies *bond* their people who work with money. That means that the company takes out an insurance policy to protect the company from losses caused by a worker's dishonesty or carelessness with company money.

If you were careless (or, heaven forbid, dishonest) and the insurance company had to make up the money you lost, you would not be able to get a bond again. And without a bond, you couldn't get another job!

What You Will Learn

In this unit you will learn methods for handling other people's money. You will learn how to:

* VERIFY A BANK
* SET UP A TILL
* COMPLETE A CASH REPORT
* RECORD TRANSACTIONS
* USE THE ADD-ON METHOD

and

* BALANCE!

MAKING CHANGE IS EASY

Once you learn these methods, you will find out that it really is very easy to make change the professional way. The more you practice, the faster you can get. But to start with, you will need to be very, VERY careful to be completely accurate.

You get a bonus in learning how to make change, too. Once you get into it, you will find that

MAKING CHANGE IS FUN!

GETTING READY

Of course, before you can make change you have to get ready. What DO you need to make ge?

A cashier would say that you have to get your *bank*. A bank is the money you start with. It can be as little as $5 or as much as $500, depending on how much change you need for your job. Since money is usually put into a safe at night, you will need to get it every morning.

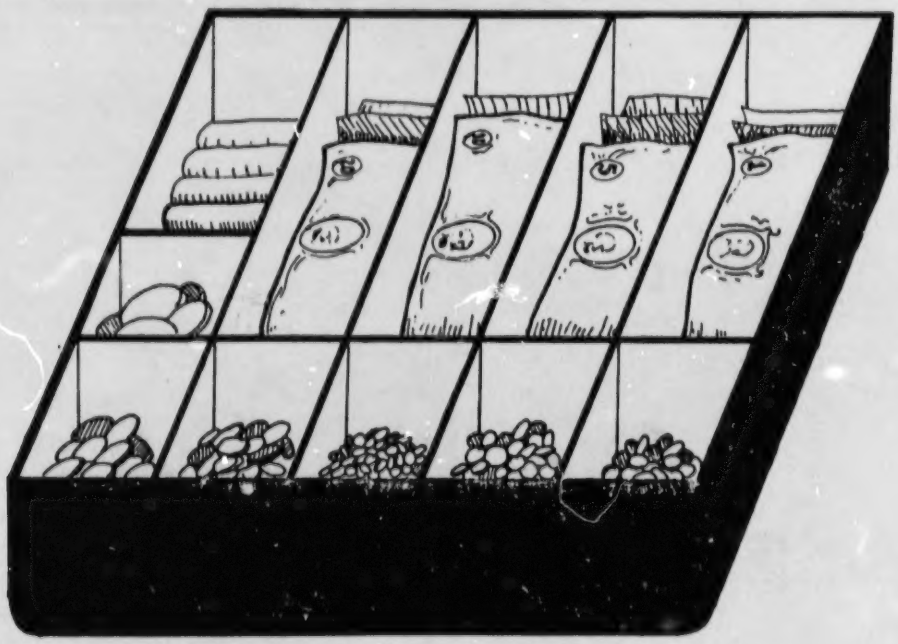
Activity 1

GET YOUR BANK. Ask your teacher for a bank. When you get one, count it and, on another piece of paper, answer these questions:

1) How many $10 bills do you have?
2) How many $1 bills do you have?
3) How many nickels do you have?
4) How many dimes do you have?

Look in the Answer Key and check your answers.

The next thing you need is something to put your money in. You need a *till* for your bank. A till is a money drawer. It's divided into compartments so that each kind of coin and each kind of bill has a place of its own. This is what a till looks like.



You have seen tills in cash registers and in tellers' drawers in banks. Some money boxes have *half tills*, ones that can hold coins but have no places for *currency*. Currency is the word that tellers and cashiers use for paper money. They use "currency" rather than the word "bills" because there are due bills and bills of lading and many other kinds of bills. Say "currency" when you talk about paper money. You'll sound professional!

Incidentally, a till is usually not a drawer. The till is the part with compartments that fits *in* the drawer. Many tills can be taken out entirely.

Activity 2

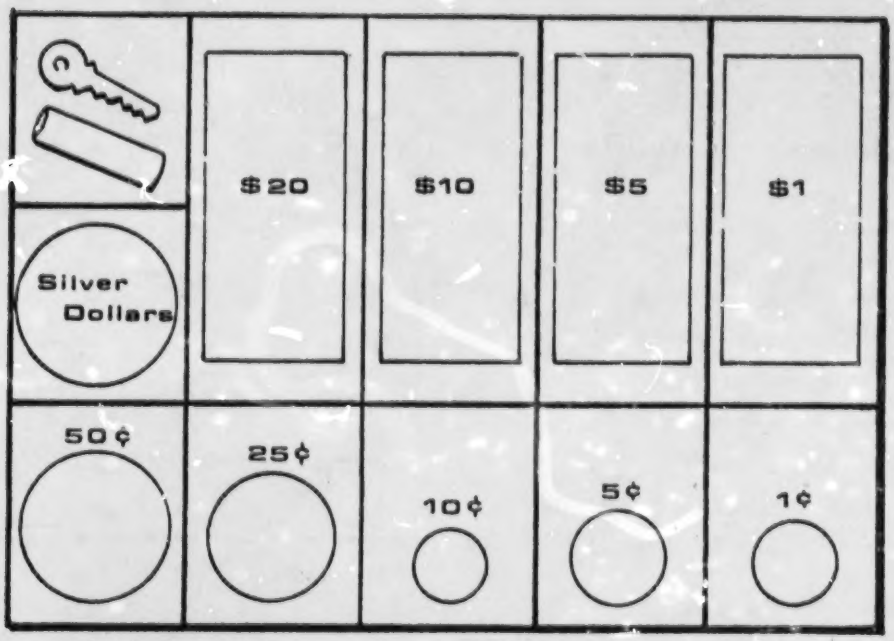
GET YOUR TILL. Ask your teacher for a roll of scotch or masking tape. Take pages 1 and 2 (that's two sheets) out of your Working Papers. Be very careful not to tear them. Place page 1 on the right of page 2, so that the two sheets just meet. Ask a friend to hold them together while you tape the join. If the tape is just a little longer than the sheets, it can be foleded under at the top and bottom.

When you have taped the till together, use a ruler to join the top, middle and bottom lines on page 2 to the matching lines on page 1. Then turn your till face down and answer the questions on the next page.

Write your answers on a piece of scratch paper. 1) How many square sections are there in the front of the till? 2) How many long sections are there in the back of the till? 3) How many long sections are there in the front of the till? 4) What does it say at the top of the till? Be sure to check the Answer Key and see how you are doing.

Now you can put your bank in your till. And there is a method for that, too. Each *denomination*, that is, each kind of coin or currency, has a special place it should go. Always start with the smallest denomination on the right.

- Coins go in front.
- Currency goes in back.
- Silver dollars go behind the fifty cent pices.
- Rolls of coins go behind the silver dollars.
- Keys go with the silver dollars or rolled coins.
- Checks and large bills go under the till (if the till can be lifted out of the drawer), OR under the $20 bills.



Activity 3

LABEL YOUR TILL. Close this Manual and write the denomination that belongs in each section of your paper till. Be sure to check the Answer Key.

Fill Out A Cash Report

Now you can put your bank into your till. And as you do, you are going to fill out a *Cash Report*. A Cash Report is a form used by tellers that shows *exactly* what money you have. It lists each denomination, and you write how many dimes you have, how many one dollar bills, and so on.

This is a Cash Report. It shows:

Date: you write it in.

Name: you sign.

Denomination: lists them.

Number: fill in as you count.

Amount: in dollars and cents.

To fill it out, start by counting your pennies. Put them in the till and write how many you have in the Number column.

Do this for each denomination, right up through the twenty dollar bills.

Date_____ Name_____

CASH REPORT

Denomination	Number	Amount
$ 20.00		
10.00		
5.00		
1.00		
.50		
.25		
.10		
.05		
.01		
TOTAL		

Activity 4

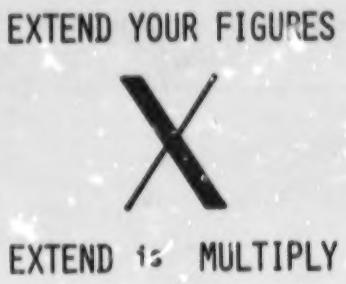
FILL OUT A CASH REPORT AS YOU PLACE YOUR BANK IN YOUR TILL. You will find a Cash Report form on page 3 in your Working Papers. Count each denomination, place it in the correct section of the till and write the number only on the Cash Report. Be sure to check the Answer Key when you have each denomination counted, placed in the till and listed on the Cash Report.

Extend Your Figures

Once you have listed the number of each denomination on your Cash Report, you are ready to *extend your figures*. To extend your figures, you *multiply*. If you have 15 nickels, you multiply 15 by .05 (the value of the nickels) to get the dollars and cents total.

If you have a large bank you may need to use an adding machine. That is why you extend your figures *after* you have counted all your money. You can lock up your bank and go to an adding machine.

If you have a small bank, you can extend your figures in your head.



When you have extended all your figures, you total the Amount column.

Write the *extensions*, that is, the dollars and cents amount you got when you multiplied, as professionals do That is:

REPORT

Number	Amount	
7	140	00
13	130	00
0	—	—
85	85	00

NEVER write a dollar sign or a decimal point.
Use the ACCOUNTING LINE to divide dollars and cents.

- DOLLARS are put to the left of the line.
- CENTS go to the right of the line.
- Show NONE of a denomination with a line.

Activity 5

EXTEND YOUR FIGURES AND GET A TOTAL. You may figure on another piece of paper. Once each denomination has been extended, total the column. Be sure you have dated and signed the Cash Report, then check the Answer Key.

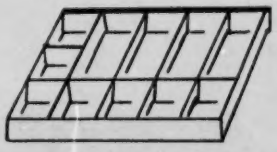
Review Change Making Words

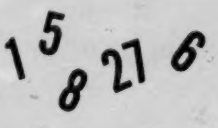
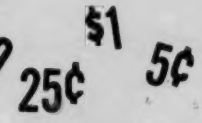
Now take a minute to review the words you have just learned. When you have a job handling money, you'll need to know them.

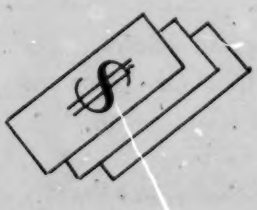
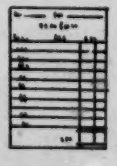
Activity 6

REVIEW CHANGE MAKING WORDS. On another piece of paper number from 1 to 9. Write the words you have just learned to complete the paragraph below. The pictures may help you remember them. When you have filled in all you can, check your answers with the Answer Key.

Getting ready to make change, you first get your (1).

Then you put it into your (2)  and while you are doing it,

you write the (3)  of each (4),  both coins and

(5)  on your (6).  Complete this by (7)

your figures and writing the results in the (8) column. Then you

(9) that and you are ready.

NOW YOU HAVE *VERIFIED* YOUR BANK, THAT IS, PROVED HOW MUCH MONEY YOU RECEIVED BY COUNTING IT AND RECORDING YOUR COUNT.

CHANGE MAKING RULES

In making change, as in everything else, there are a few rules that you need to follow. Because they make it easy for you to be completely accurate, they protect you. So you can protect your employer from losses, too.

There are only three major rules. You can remember them easily.

FIRST: Record Everything

That's right. Record everything – all money you *receive* and all money you *pay out.* Your record may be printed, like a cash register tape, or hand written, like a salescheck. It can be adding machine tape, a receipt, an invoice. Sometimes it is just a note.

Let's take one kind of record, as an example. The most common reason for making change is selling something – a sweater, a yearbook or an ad. You need to make a *receipt*. (These always have at least two copies – one to keep and one for the customer.)

Your customer needs a receipt to
prove he didn't steal it,
to be able to return it and
for his guarantee or insurance.

Your company needs a record
to account for the money received,
to show what was sold and
to order more merchandise.

You need a record
to account for your money
and to prove your honesty.

A *cash register receipt* is a very simple and common type of sales receipt. But it still has all the information needed to be a legal record. Look at this example of one. As you can see, it shows:

#652 2/15/80
BRAND AUTO

A	2.98
	.59
Tax	.21
Total	3.78

THANK YOU

A document number (the receipt number)

When sold (the date)

Where sold (store name)

Who sold it (salesclerk's letter)

What price (cost of each item, tax and total)

BUT, because these are small items, it doesn't say what they are!

Activity 7

FINISH A CASH REGISTER RECEIPT. On page 3 in your Working Papers you will find a cash register receipt, partly completed. Finish it by writing in today's date, your clerk letter (use your first and last initials) and the total. There are blanks where each of these should go. Be sure to check the Answer Key carefully when you have finished.

Another way to record a sale is on a saleschеck. There are all kinds of saleschecks, of course, but they all have certain things in common.

Look at this example of a simple saleschеck and pick out the things it must have to be a legal record (just like a cash register receipt).

HADSEL'S HARDWARE

Name_____

Date_____

QUAN	ITEM	PRICE	AMOUNT	
		TOTAL		

No. 7349 | Clerk

A document number (saleschеck number)

When sold (the date)

Where sold (store name)

Who sold it (clerk)

What price (an Amount column and a total are shown — but not a tax. What do you do if you have to charge tax?)

AND WHAT ITEM (in the Item column) You really need to have the name of the item sold for more expensive things.

More than that, on a saleschеck you can show quantities and prices. If you sell ten T-shirts, you write "10" in the Quantity column, the price for one, say $2.00, in the Price space and then extend your figures (remember that word?). So you put $20.00 in the Amount column. That saves you the bother of writing "T-shirt — $2.00" ten times. Of course, if you sold one T-shirt, you'd leave the Price column blank.

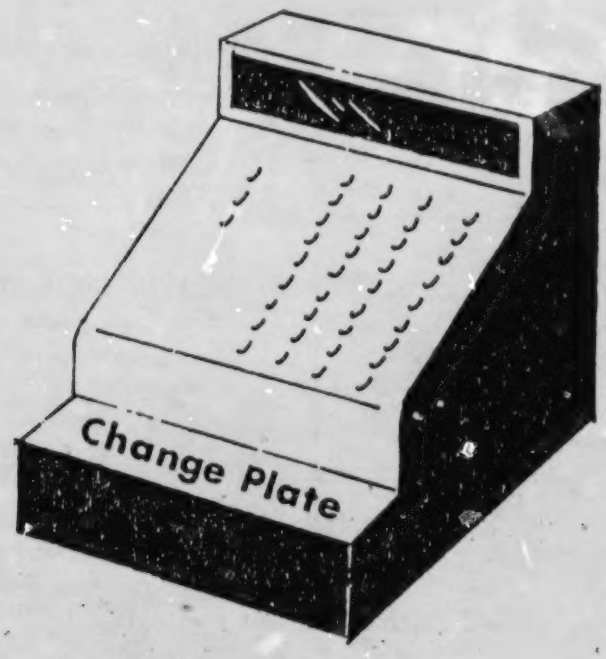
Oh yes, about the tax. You write "tax" in the Item column, how much in the Amount column, and add it to the cost of the merchandise for the total.

Activity 8

WRITE A SALESCHECK. On page 3 in your Working Papers is a saleschеck. Write up a sale for a skateboard sold to Mrs. Leon Jones for $15.95. Use today's date and your first initial and last name for the clerk. The California sales tax is 96c. When you turn to the Answer Key, be sure to check each space on the saleschеck.

SECOND: Keep Out Customer's Money

You need to be absolutely positive that you are giving back correct change. One way to do this is to put the money you receive in a special place and keep it there until you have given back the change. That way you can go back and check what you got, if you need to.



If you are using a cash register, you will probably have a *change plate* to put the money you receive on.

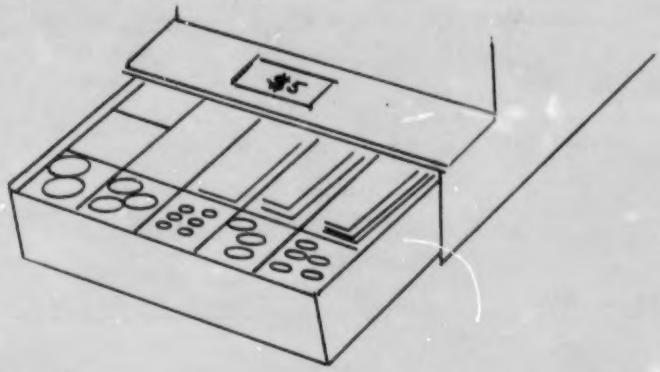
But even if you do not have a cash register, or have one without a change plate, you need to follow this rule. Decide where you will put the customer's money and then ALWAYS put it there until you have given him change.

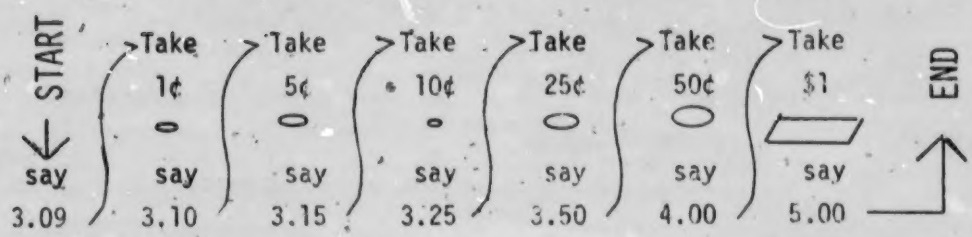
THIRD: Add-on To Make Change

When you are making change, start with the amount of the sale and add the amounts of the coins and currency you pull from the till until you get to the amount the customer gave you. This is called the *add-on* system. Really it is just counting, and it is the fastest and most accurate method of making change.

THE SALE IS $3.09

CUSTOMER GAVE YOU
$5 BILL





ONE WORD OF CAUTION. Be *sure* you always say both the dollars and the cents as you count. If you counted "9c, 10c, 15c, 25c, 50c . . ." you could slip and say $3" next instead of $4.

Activity 9

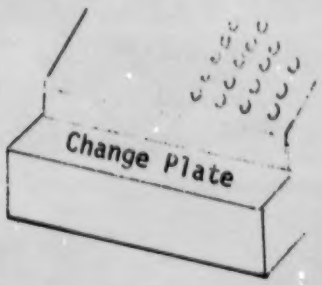
MAKE CHANGE BY THE ADD-ON METHOD. Use the form on page 4 in your Working Papers to practice the add-on method of change making. Be sure to check your answers.

Remember these rules for making change:

* FIRST: Keep Records

#652	2/15/80
BRAND AUTO	
A	2.98
	.59
Tax	.21
Total	3.78
THANK YOU	

* SECOND: Keep Out Customer's Money



* THIRD: Add-on to Make Change

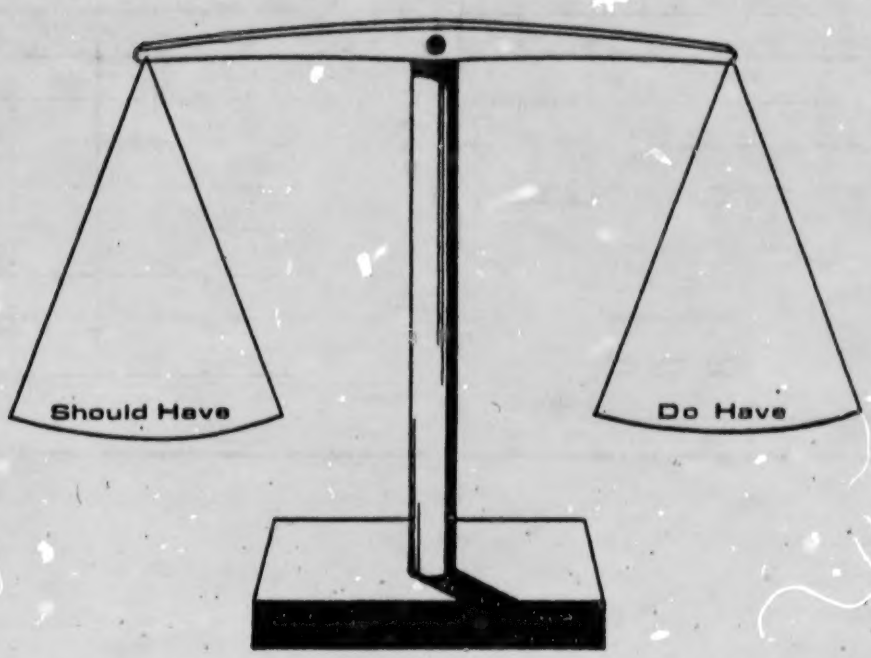
START	Take 1¢	Take 5¢
	○	○
say	say	say
3.09	3.10	3.15

Activity 10

REVIEW THE RULES FOR MAKING CHANGE. Take a blank piece of paper and number from 1 to 3. Then close this manual and write the three rules for change making. Check your answers in the Answer Key.

DO YOU BALANCE

When you check at the end of the day to see if you have the amount of money you should have, it is called *balancing* or *balancing out*. This is the way you prove that you really can handle money.



Balancing takes only three steps: 1) count your till, 2) total your sales receipts or saleschecks, and 3) add your beginning cash to your sales. The count of the till tells you the money you *do* have. The money you *should* have is the total of all your sales, which you get by adding your your saleschecks, plus your bank. If the two amounts are exactly the same, you balance!

When you are balancing, use a Cash Proof form like this one. It helps you be sure you haven't forgotten anything. Look at this sample as you review the steps in balancing, listed below it:

Date_____ CASH PROOF FORM Name_____

ENDING CASH

Denomination	Number	Amount	
20.00			
10.00			
5.00			
1.00			
.50			
.25			
.10			
.05			
.01			
CASH TOTAL			

SALES

Number	Amount	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
TOTAL SALES		

Total sales _____
Plus bank _____
TOTAL _____ Amount short___ ___ Amount over _____

TO BALANCE IN THREE STEPS:

- FIRST: Count your till – just as you did to verify your bank.
- SECOND: Total your sales – write amounts and total on form.
- THIRD: Add the bank to sales – if that total is the same as the first, cash, total

YOU BALANCE!

Activity 11

MAKE CHANGE AND BALANCE. Sign out a customer's wallet. Use page 5 of your Working Papers to verify your bank. (Remember you must RECORD your count.) Open the wallet, verify that money and place it on the wallet.
Your first sale is $3.97 from $10. Write the AMOUNT of the sale on your Cash Proof. Take a $10 bill from the wallet and place it on your change plate. Count the change carefully, then place it on the wallet and put the $10 into your till. The second sale is $18.17 from $20. The third is $2.46 from $5. The fourth is $4.74 from $5, and the fifth is $6.22 from $7.02. (NOTE: Some customers prefer to give you extra pennies rather than to get more in change.)
Follow the three steps to balance. Be sure to check the Answer Key.

Do you balance? You can't be perfect ALL the time, so sometimes you won't balance. When this happens, you have to start all over again.

COUNT YOUR CASH. Be especially careful to check coins – it is easy to get nickels and pennies mixed up, for instance. Be sure your bills aren't mixed up. *Facing* your bills, that is, putting them so each one is the same side up and facing the same way, helps.

CHECK YOUR SALES AMOUNTS. Did you write each one correctly?

USE AN ADDING MACHINE to extend and total your figures. Nickels are very easy to extend wrong, but check each extension and the total.

CHECK YOUR SALES TOTAL at the adding machine, too. And while you are at it, *verify* (that means prove it is right) your Cash Report – extensions and total.

When You Are Out Of Balance

Did you find your error? No? Then you must have given the wrong change. Being human, we all do *that* sometimes, too.

Overs and And Shorts

Out of balance? Then you need to record how much short or over you are. Do you have *more* cash than your sales + bank total shows? Then you are *over*. Subtract the sales + bank total from the cash total to find out how much. Write that amount in the "Amount over" space on the Cash Proof form.

Or do you have *less* cash than the sales + bank total shows? Then you are *short*. Again you subtract – this time cash from sales + bank – to find out how much. Write the difference in the "Amount short" space.

REMEMBER: Records show what you *should* have. Cash shows what you *do* have. If they are not the same, it is always the CASH that is out of balance.

So, when you are out of balance, you need to go over what you did, and how carefully you followed all rules.

You DID put the amount the customer gave you into the till, didn't you? (After you had given him his change, of course.) And you DID say dollars as well as cents in counting? Or are you off a whole dollar?

If you think about it, you can usually figure out what went wrong – and not do it again!

Activity 12

BALANCE AND RECORD OVERS OR SHORTS. Using the partially filled in Cash Proof form on the top of page 6 in your Working Papers, extend your cash figures, total the sales and add the bank. Then record any over or short you find. Be sure to check the Answer Key.

PRACTICE MAKING CHANGE

Now you are ready to practice making change, using the tape recordings. There are three tapes, each one a dramatization (an acting out) of a change making situation, so you can get in on some of the fun of working with money and people.

INSTRUCTIONS:

You are the sales clerk, and you must complete the sales form and make change. Your customer is the customer's wallet, which you spread out to use. Take the money the customer gives you from his wallet, and put his change back into it. Turn off the tape player to complete each sale.

To finish, you need to balance, put everything neatly away, check the Answer Key and turn your papers in to your teacher.

MATERIALS YOU WILL NEED:

- The DOLLAR$ AND ENE practice tapes (two cassettes)
- A tape player and earphones
- Your bank verified and placed on your till
- A customer's wallet, opened, with the money spread on it.
- Working Papers:
  - Tape 1: Hadsel's Hardware uses pages 7 and 8.
  - Tape 2: Brand Auto Accessories needs pages 9 and 10.
  - Tape 3: Washington's Giant Burgers – pages 11, 12, 13, and 14.
- A pencil or pen.

And Prove Your Skill

To prove your skill, you will complete twelve transactions that are dictated to you on a tape recording, and balance.

INSTRUCTIONS:

You are the salesclerk. Verify your bank and set up your till. Spread the customer's wallet out near your till. As each sale is dictated, write the amount of the sale on your Cash Proof form and take the amount the customer gives you from his wallet. Turn off the tape player to make change. Put the customer's change on his wallet.

When you have completed the twelve sales, balance out. Be sure you have everything put away and your forms completely filled out, then give your Working Papers to your teacher.

YOU WILL NEED:

- The DOLLAR$ AND ENE test tape, a tape player and earphones
- Your bank, verified and placed on your till
- A customer's wallet, opened, with the money spread on it
- A pencil or pen and Working Papers:

  – Test 1 uses page 15. – Test 2 needs page 16

AND REMEMBER:

KNOWING HOW MAKES CHANGE MAKING EASY . . . AND FUN!

DOLLARS AND SENSE

Teacher's Guide

PURPOSE

This unit, DOLLAR$ AND ENE, is intended to cover Common Core Competency 107 – Change Making – of the California Business Education Program Guide for Office and Distributive Education. Its purpose is to teach students to make change in a manner that accords with normal business practice and reaches minimum job standards. It covers all an office worker would need. A student aiming for any distributive occupation really needs more, and that is covered in the Distributive Education Core.

PERFORMANCE OBJECTIVES

Altering the CBE GUIDE objectives slightly to use professional vocabulary, the three main objectives of this unit are:

1. Given a bank, till and Cash Report, the student will count the bank by denomination, place it in the till and complete the Cash Report with 100% accuracy.

2. Given a bank, till, completed Cash Report and a series of cash transactions, the student will give change for each transaction with 100% accuracy.

3. Given the conditions above and a Cash Proof form, the student will complete the form and balance with 100% accuracy and no overs or shorts.

In addition to those, this unit covers the following objectives:

4. Given a paragraph with rebuses, the student will be able to recall change making terms, with at least 75% accuracy.

5. Given simple sales forms, the student will be able to complete the forms neatly and completely.

6. Given a bank, till and series of cash transactions, the student will be able to demonstrate the use of the add-on method of making change.

PREREQUISITES

To complete the unit successfully, a student needs to be able to read and write or print legibly. He/she must be able to count by 1s, 5s, 10s, and add, subtract and multiply. He/she has to follow both written and verbal instructions. In addition, he/she may use an adding machine.

This is not a unit, however, that can or should be challenged by most students. It uses a professional vocabulary, business forms, and professional methods for handling money – none of which are normally covered in regular classes in school.

SUPPLIES AND EQUIPMENT NEEDED

In order to count change, the student will need play money, collected and placed in a bag or envelope labeled "bank". More play money should be put into a "wallet", folded from 8½" x 11" paper. The amounts needed for each are:

Denomination	For bank		For wallet	
	No.	Amount	No.	Amount
$20.00	0	----	2	$ 40.00
10.00	0	----	4	40.00
5.00	2	$10.00	4	20.00
1.00	9	9.00	15	15.00
.50	5	2.50	0	-----
.25	8	2.00	0	-----
.10	10	1.00	0	-----
.05	7	.35	0	-----
.01	15	.15	0	-----
Totals		$25.00		$115.00

Dime stores and school supply companies carry play money. Metal washers make fine play coins if you make sure they are just different enough in size so they won't fit coin slots. Or the masters for play money in your TEACHER'S MASTERS package can be run off and cut out.

Suggestion: If you want to emphasize the responsibility of handling cash, have each student verify and sign out a bank and wallet and keep it while he/she completes the unit. With the paper till, these will fit into a file folder or binder. DO NOT replace any money that is lost – the student can use his/her own, cut out a substitute, or manage without. Having the student count the bank and wallet back in to you or your aide gives you a chance to see if he/she is handling money easily and counting correctly. And if the mishandling of supplies is a real problem, penalties for losing money can be imposed.

OTHER SUPPLIES NEEDED

Beside the play money, you need to have on hand:

1. STUDENT MANUALS and WORKING PAPERS.
2. Envelopes labeled BANK, or cash bags for the banks.
3. Wallets folded from 8½ x 11 colored paper. (A pattern for folding is in the TEACHER'S MASTERS.)
4. Masking or transparent tape.

PARTS

In addition to this TEACHER GUIDE, the unit contains a set of TEACHER'S MASTERS and an ANSWER KEY. For the student there are a STUDENT MANUAL and a set of WORKING PAPERS. There are also three cassette tapes which have on them three PRACTICE TAPES and two TEST TAPES.

- TEACHER'S MASTERS

  This packet was put in so you can easily run off additional materials for students who need to repeat an activity or to use in additional drills. In it there are:

  Page
  1. Check Sheet
  2. Customer's Wallet diagram
  3. Play money – six $1 bills
  4. Play money – three $5s, two $10s, one $20
  5. Play money – coins
  6. Paper till – left half
  7. Paper till – right half
  8. Cash Report forms
  9. Cash Proof forms
  10. Saleschecks for Hadsel's Hardware
  11. Cash register receipts for Brand Auto
  12. Order slips for Washington's

The forms in the TEACHER'S MASTERS" set should be printed on one side only! This will facilitate the flexible use of the forms by your students.

- ANSWER KEY

  The Answer Key is a separate part of this unit. You may reproduce it in class sets and give one to each student, or keep copies at your desk or posted on bulletin boards. It is written to the student, and has for each Activity: 1) the answer(s), 2) a How Did You Do rating scale, and 3) Suggestions for Improvement. In addition, there are Suggestions for Working on the Unit. The CHECKPOINTS – places where papers are to be turned in to you and students are instructed to consult with you, if needed – are shown here. They are also on the Check Sheet, but *not* in the Student Manual or elsewhere.

- STUDENT MANUAL

  This unit was set up to be used with individualized instruction. It can be given to one student, to do pretty much on his own, or can be used with small groups. It can be started with a whole class, but, since some students will need to repeat activities, a whole class is unlikely to finish at the same time.

- WORKING PAPERS

  The Working Papers include a tape-together till diagram and all the forms needed to complete each activity once. But if a student makes a mistake, he/she has to repeat the activity. The student will have to come to you for another form or forms. That way you will know who may need help.

  NOTE: Working Papers should be printed on one side only! This will facilitate the flexible use of the forms by your students.

- PRACTICE TAPES

  There are only three dramatized sets of transactions. The first, Hadsel's Hardware, is slow in pace. The second, Brand Auto, picks up a little and the third, Washington's Giant Burgers, is rather brisk. Some students may benefit from additional drill. The commercial tape package could be used with the bank, till, wallet and forms for such drill. Another method for extra drill is to appoint student customers, who dictate the amounts of the sales, give the customers' moneys to the student practicing, and receive the change. This method has proved to be especially effective with very slow learners.

- TEST TAPES

  The Pre/Post Test and Alternate Test are also on tape, but are not dramatized. They are compatible in format with the tests for the commercial tapes so that, by using the bank, till, wallet and forms and changing the instructions slightly, those could be used as supplementary tests.

For actually making change and balancing, complete accuracy is required. Money handling is either right or wrong. There is, however, no time limit. And a student who does not do well on the tape recorded test can be given an individual test by anyone you appoint. The testor then gets the customer's wallet, and gives and receives money as well as dictates the amounts of the sales. He or she can either use one of the taped tests, which are listed on the next page, or make up a test. You should approve, however, any test before it is given, since it is easy to make up a test here that is just too simple.

Test Contents:

	TEST 1			TEST 2	
	Sale:	Give:		Sale:	Give:
1.	$ 3.79	$ 5 bill	1.	$14.77	$20 bill
2.	12.22	$10 and $5 bills	2.	7.48	$10 bill
3.	2.07	$10 bill	3.	2.06	$5 bill, 1 penny
4.	7.44	$20 bill	4.	6.32	$10 bill
5.	3.08	3-$1s, 1 dime, 3 pennies	5.	5.29	$10, 1-50c, 4 pennies
6.	11.61	$20 bill, 1 penny	6.	13.96	$20 bill
7.	7.37	1-$5, 3-$1s, 2 pennies	7.	9.85	2-$5s
8.	9.54	$10 bill	8.	8.63	$10 bill, 3 pennies
9.	13.88	1-$10, 3-$1s, 3-25c, 1 dime, 1 nickel	9.	1.51	2-$1s, 1 penny
			10.	10.90	2-$5s, 1-$1
10.	2.33	$5 bill, 3 pennies	11.	4.54	4-$1 bills, 1-50c, 1 dime
11.	4.17	$5 bill			
12.	7.09	1-$5, 3-$1s, 4 pennies	12.	12.29	13-$1 bills

Pre-Testing

It is NOT recommended that the pre-test for this unit be given automatically. Rather, all students should read the first four pages of the STUDENT MANUAL. Then any student who feels he/she can meet the objectives can ask for the pre-test.

PREPARING TO USE THIS UNIT

First you should read the unit, to get acquainted with the material and point of view. Then you should, if you possibly can, take the time to look over the Activities and run through one of the PRACTICE TAPES, using a bank, wallet, forms and so on. The experience will help you answer student questions enormously.

And you need to have parts of the unit reproduced:

STUDENT MANUAL	One per bank - and - wallet set up
WORKING PAPERS	One per student in program
ANSWER KEY	*Either* 2 to 6, *or* one per Student Manual
TEACHER'S MASTERS	Check Sheet, if desired
	Customers' Wallet diagram
	All extra forms

TEACHER'S ANSWER KEY

The following are CHECKPOINTS – places the student has to turn in papers and/or seek help. They are intended to help you identify the student who is having problems before he/she gets hopelessly mired or utterly frustrated.

ACTIVITY 5: Turn in a completed and corrected Cash Report. If the rating written at the top is "GREAT!" the student needs no help. If the rating is "Good" – or anything less – the student has to do it again. Give the student a new Cash Report form. A correct Cash Report is on page 3 in the ANSWER KEY. A student whose second try is not perfect is to see you to diagnose the problem and plan ways to improve.

ACTIVITY 6: Turn in your quiz on vocabulary. Each word missed was to be used in two sentences, and the quiz and sentences turned in together. You can identify students having difficulty reading or understanding the manual.

ACTIVITY 11: Turn in a completed Cash Proof. See the ANSWER KEY page 7 for a correct one. If the student balanced, he/she could just circle errors, if any, and continue. The student has to repeat the Activity if he/she did not balance. Give the student another Cash Proof, and try to catch him/her after he/she has done it again.

ACTIVITY 12: Turn in a Cash Proof with shortage figured and entered. Overs and shorts can be confusing. If the student made an error, he/she had to work the second problem in his WORKING PAPERS, and come to you to correct it. The answer should be:

Sales total	$170.51	Cash total	$196.46
Plus bank	25.00	Should have	195.51
SHOULD HAVE	$195.51	CASH OVER	$ .95

PRACTICE TAPE No. 1: Students are to staple together their saleschecks, Cash Report and Cash Proof and hand them in. For your convenience, correctly done Working Papers for all tapes are on the next pates. A student who makes an error on a practice tape should *first* find his or her error and then get more forms from you and try again.

PRACTICE TAPE No. 3: Not a Checkpoint, but please note that the next to last sale doesn't give the size of the coke The customer, however, only gives enough money to cover the cost of a small coke. When a student misses the connection, you have an opportunity to remind him or her that he/she is expected to THINK when he/she works with money.

Date 8/1 Name J. Dough

CASH REPORT

Denomination	Number	Amount
$ 20.00	0	—
10.00	0	—
5.00	2	10 00
1.00	9	9 00
.50	5	2 50
.25	8	2 00
.10	10	1 00
.05	7	35
.01	15	15
	TOTAL	25 00

HADSEL'S HARDWARE

Name MR. JOHNSON

Date 8/1

QUAN	ITEM	PRICE	AMOUNT
1	wire cutter		695
1	mill file		198
	tax		54
	TOTAL		9 47

No. 7348 | Clerk J. Dough

HADSEL'S HARDWARE

Name Mrs. Willis

Date 8/1

QUAN	ITEM	PRICE	AMOUNT
1	hammer		795
1	nails		80
	Tax		53
	TOTAL		9 28

No. 7349 | Clerk J. Dough

HADSEL'S HARDWARE

Name MR. MAGAZIAN

Date 8/1

QUAN	ITEM	PRICE	AMOUNT
60 ft	chicken wire	20¢/ft	18 00
1 lb	5/8" staples		150
	tax		117
	TOTAL		20 67

No. 7350 | Clerk J Dough

HADSEL'S HARDWARE

Name Bob Stein

Date 8/1

QUAN	ITEM	PRICE	AMOUNT
1 pr	strap hinge		3 50
1 bx	screws		75
	tax		26
	TOTAL		4 51

No. 7351 | Clerk J. Dough

HADSEL'S HARDWARE

Name Mr. Yokomo

Date 8/1

QUAN	ITEM	PRICE	AMOUNT
1	pipe wrench		12 00
	tax		72
	TOTAL		12 72

No. 7352 | Clerk J. Dough

Date 8/1

CASH PROOF FORM Name J. Dough

ENDING CASH

Denomination	Number	Amount
20.00	2	40 00
10.00	2	20 00
5.00	3	15 00
1.00	3	3 00
.50	3	1 50
.25	4	1 00
.10	8	80
.05	6	30
.01	5	05
CASH TOTAL		81 65

Total sales 56.65

Plus bank 25.00

TOTAL 81.65 Amount short _____ Amount over _____

SALES

Number	Amount
1	9 47
2	9 28
3	20 67
4	4 51
5	12 72
6	
7	
8	
9	
10	
11	
12	
TOTAL SALES	56 65

Date 8/1 Name J. Dough

CASH REPORT

Denomination	Number	Amount
$ 20.00	0	—
10.00	0	—
5.00	2	10 00
1.00	9	9 00
.50	5	2 50
.25	8	2 00
.10	10	1 00
.05	7	35
.01	15	.15
	TOTAL	25 00

#655 8/1 date

BRAND AUTO

JD clerk

1.98
.76
.76
.76
.76
.76
.76
Tax .39
Total 6.93

THANK YOU!

#656 8/1 date

BRAND AUTO

J.D clerk

2.98
Tax .18
Total 3.16

THANK YOU!

#657 8/1 date

BRAND AUTO

JD clerk

1.79
Tax .11
Total 1.90

THANK YOU!

#658 8/1 date

BRAND AUTO

JD clerk

1.98
Tax .12
Total 2.10

THANK YOU!

#659 8/1 date

BRAND AUTO

JD clerk

.95
.95
.95
.95
.95
.95
.95
.95
Tax .46
Total 8.06

THANK YOU!

#660 8/1 date

BRAND AUTO

JD clerk

1.89
1.79
4.98
Tax .52
Total 9.18

THANK YOU!

#661 8/1 date

BRAND AUTO

JD clerk

4.50
1.49
Tax .36
Total 6.35

THANK YOU!

#662 8/1 date

BRAND AUTO

JD clerk

7.93
.28
.28
Tax .51
Total 9.00

THANK YOU!

Date 8/1

CASH PROOF FORM

Name J. Dough

ENDING CASH

Denomination	Number	Amount
20.00	2	40 00
10.00	0	—
5.00	5	25 00
1.00	4	4 00
.50	1	50
.25	6	1 50
.10	6	60
.05	1	05
.01	3	03
CASH TOTAL		71 68

SALES

Number	Amount
1	6 93
2	3 16
3	1 90
4	2 10
5	8 06
6	9 18
7	6 35
8	9 00
9	
10	
11	
12	
TOTAL SALES	46 68

Total sales 46.68
Plus bank 25.00
TOTAL 71.68

Amount short _____ Amount over _____

Date 8/1 Name J. Dough

CASH REPORT

Denomination	Number	Amount
$ 20.00	0	—
10.00	0	—
5.00	2	10 00
1.00	9	9 00
.50	5	2 50
.25	8	2 00
.10	10	1 00
.05	7	35
.01	15	15
TOTAL		25 00

Practice Slip

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
1	Giantburger	.75	75
1	GB & Cheese	.85	85
	French Fries, Sm	.35	
	Lg	.50	
	Turnover, Ap Ch	.35	
2	Shake, Choc /	.50	50
	Vanilla / Straw	.50	50
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		2 60

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
	GB & Cheese	.85	
1	French Fries, Sm	.35	35
	Lg	.50	
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
	Vanilla Straw	.50	
1	Coke / 7-up Sm	.20	20
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		55

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
	GB & Cheese	.85	
	French Fries, Sm	.35	
	Lg	.50	
	Turnover, Ap Ch	.35	
1	Shake, Choc	.50	50
	Vanilla Straw	.50	
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		50

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
	GB & Cheese	.85	
	French Fries, Sm	.35	
	Lg	.50	
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
	Vanilla Straw	.50	
2	Coke / 7-up / Sm	.20	.40
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		.40

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
5	Giantburger	.75	3.75
	GB & Cheese	.85	
	French Fries, Sm	.35	
3	Lg	.50	1.50
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
3	Vanilla 3 Straw	.50	1.50
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		6.75

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
3	GB & Cheese	.85	2.55
3	French Fries, Sm	.35	1.05
	Lg	.50	
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
	Vanilla Straw	.50	
3	Coke 3 7-up Sm	.20	.60
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		4.20

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
1	Giantburger	.75	.75
	GB & Cheese	.85	
1	French Fries, Sm	.35	.35
	Lg	.50	
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
	Vanilla Straw	.50	
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
1	Milk Coffee 1	.20	.20
	TOTAL		1.30

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
1	GB & Cheese	.85	.85
	French Fries, Sm	.35	
	Lg	.50	
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
	Vanilla Straw	.50	
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
1	Milk Coffee	.20	.20
	TOTAL		1.05

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
1	GB & Cheese	.85	.85
	French Fries, Sm	.35	
	Lg	.50	
	Turnover, Ap Ch	.35	
1	Shake, Choc	.50	
	Vanilla 1 Straw	.50	.50
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL	1	.35

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
1	GB & Cheese	.85	.85
	French Fries, Sm	.35	
	Lg	.50	
1	Turnover, Ap 1 Ch	.35	.35
	Shake, Choc	.50	
	Vanilla Straw	.50	
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
1	Milk Coffee 1	.20	.20
	TOTAL	1	.40

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
	GB & Cheese	.85	
1	French Fries, Sm	.35	
	Lg 1	.50	.50
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
	Vanilla Straw	.50	
1	Coke 7-up Sm	.20	.20
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		.70

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
/	Giantburger	.75	75
	GB & Cheese	.85	
	French Fries, Sm	.35	
	Lg	.50	
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
	Vanilla Straw	.50	
/	Coke / 7-up Sm	.20	20
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		95

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
	GB & Cheese	.85	
	French Fries, Sm	.35	
	Lg	.50	
/	Turnover, Ap Ch	/ .35	35
	Shake, Choc	.50	
	Vanilla Straw	.50	
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
/	Milk / Coffee	.20	20
	TOTAL		55

Date 8/1 CASH PROOF FORM Name J. Dough

ENDING CASH

Denomination	Number	Amount
20.00	0	—
10.00	1	10 00
5.00	4	20 00
1.00	12	12 00
.50	3	1 50
.25	3	75
.10	2	20
.05	2	10
.01	15	15
CASH TOTAL		44 70

Total sales 19.70
Plus bank 25.00
TOTAL 44.70

SALES

Number	Amount
1	55
2	50
3	40
4	6 75
5	4 20
6	1 20
7	1 05
8	1 35
9	1 40
10	70
11	95
12	55
TOTAL SALES	19 70

Amount short _____ Amount over _____

TEST ANSWERS

Date 8/1 — CASH PROOF FORM — Name J. Dough

Test 1

ENDING CASH

Denomination	Number	Amount
20.00	2	40 00
10.00	3	30 00
5.00	5	25 00
1.00	14	14 00
.50	0	—
.25	1	25
.10	1	10
.05	2	10
.01	14	14
CASH TOTAL		109 59

SALES

Number	Amount
1	2 79
2	12 62
3	2 07
4	7 44
5	2 08
6	11 61
7	7 27
8	9 54
9	13 88
10	2 83
11	4 17
12	7 09
TOTAL SALES	84 59

Total sales 84.59
Plus bank 25.00
TOTAL 109.59 Amount short _____ Amount over _____

Date 8/1 — CASH PROOF FORM — Name J. Dough

Test 2

ENDING CASH

Denomination	Number	Amount
20.00	2	40 00
10.00	4	40 00
5.00	4	20 00
1.00	20	20 00
.50	2	1 00
.25	5	1 25
.10	1	10
.05	3	15
.01	10	10
CASH TOTAL		122 60

SALES

Number	Amount
1	14 77
2	7 48
3	2 06
4	6 82
5	5 29
6	13 96
7	9 85
8	8 63
9	1 51
10	10 90
11	4 54
12	12 29
TOTAL SALES	97 60

Total sales 97.60
Plus bank 25.00
TOTAL 122.60 Amount short _____ Amount over _____

PLAY MONEY NEEDED

For the bank

Date_____ Name_____

CASH REPORT

Denomination	Number	Amount
$ 20.00	0	—
10.00	0	—
5.00	2	10 00
1.00	9	9 00
.50	5	2 50
.25	8	2 00
.10	10	1 00
.05	7	35
.01	15	15
	TOTAL	25 00

For customers' wallet

Date_____ Name_____

CASH REPORT

Denomination	Number	Amount
$ 20.00	2	40 00
10.00	4	40 00
5.00	4	20 00
1.00	15	15 00
.50	0	—
.25	0	—
.10	0	—
.05	0	—
.01	0	—
	TOTAL	115 00

ANSWER KEY

This section has answers for the Activities. It also has "How Did You Do?" rating scales – be sure to check them. And it has suggestions on how to succeed in this unit and on how to take care of your materials.

Please be sure to read the entire section for each Activity. It is here to help you become skilled in handling DOLLAR$ AND ENE.

* * * * * * * * * * *

ACTIVITY 1: GET YOUR BANK.

Answers: 1) 0, 2) 9, 3) 7, 4) 10

How Did You Do?

4 right	GREAT – this will be easy for you!
3 right	Very good – you won't need much practice.
2 right	Good – you need to practice, however.
1 right	OK – you *are* going to have to work on this.

Suggestion for improvement: If you didn't rate yourself as Great or Very Good, count and answer the questions again. Start practicing really looking at money. (Whose picture is on a $1 bill? What is on the back of a dime? If you ask your friends – *after* you look carefully – you may stump them.)

Taking Care of Your Bank: VERY IMPORTANT! The money you received will be your bank for the whole unit. Don't lose it. Keep it in the envelope or bag it came in. If you put your currency in one neat pile and slip it in first, then put your coins on top, you won't have to struggle with bills with permanent waves.

* * * * * * * * * * *

ACTIVITY 2: GET YOUR TILL.

Answers: 1) 5, 2) 4, 3) 0, 4) Change Plate.

How Did You Do?

4 right	Excellent. You really looked at the till.
3 right	Very Good. You looked at the till.
2 right	Good. You need to look again though.
1 right	OK. You need to look at the till, and really SEE it.

Suggestion for improvement: If you rated Good or OK, turn the till over and look very hard at it. Then take a piece of scratch paper, and try to draw it from memory.

Taking Care of Your Till: Like your bank, your till has to last until you have finished the unit. If you fold it in half and keep it with your Working Papers, it shouldn't get lost.

* * * * * * * * * * *

ACTIVITY 3: LABEL YOUR TILL.

Check your till against this diagram.
Correct anything that is wrong.

keys rolls				
$1 coin	$20	$10	$5	$1
50¢	25¢	10¢	5¢	1¢

How Did You Do?

0 wrong	Excellent
1 wrong	Very Good
2 wrong	Good
3 wrong	OK. Look again.
4 or more	Go back and study.

Suggestions for improvement: If you are a bit hazy about where each kind of coin and currency goes, try the one minute test – look at the diagram for one minute, then turn it over and try to draw it from memory, complete with labels!

* * * * * * * * * * *

ACTIVITY 4: FILL OUT A CASH REPORT AS YOU PLACE YOUR BANK IN YOUR TILL.

Answers: Check *each* number.

Denomination	Number
20.00	0
10.00	0
5.00	2
1.00	9
.50	5
.25	8
.10	10
.05	7
.01	15

How Did You Do;

0 errors	Supercounter
1 error	Very Good, but work to be super.
2 errors	Good, Keep at it.
3 errors	OK, but you need to practice.
4 or more	Maybe you lost some?

Suggestion for improvement: PRACTICE. Count your bank again, and again.

Practice counting your own money. Count everything else you can, too, like boxes of paperclips, cars going by, piles of paper and decks of cards. Count until it is really automatic.

Suggestion for working on this unit: If there were *any* numbers that you disagreed with, go check and count your bank again. Then double check to see that you got everything out. You need to have a $25 bank to work with, so make sure you have each coin and piece of currency.

* * * * * * * * * * *

ACTIVITY 5: EXTEND YOUR FIGURES AND GET A TOTAL.

Answers:

Here is a completed Cash Report. Double check each *amount* as well as the *total*. (17 points)

Did you date and sign it? (2 pts)

Are your cents on the *right* of the accounting line? (7 pts)

Are your dollars on the left of it? (7 pts)

Do your figures line up in good straight columns? (3 pts)

Did you draw lines in the Amount column for $20s and $20s? (2 pts)

Are your figures easy to read? (12 pts)

Date 8/1 Name J. Dough

CASH REPORT

Denomination	Number	Amount
$ 20.00	0	—
10.00	0	—
5.00	2	10 00
1.00	9	9 00
.50	5	2 50
.25	8	2 00
.10	10	1 00
.05	7	35
.01	15	15
	TOTAL	25 00

How Did You Do?

Points	Rating
47–50	GREAT!
40–46	Good
25–39	Mediocre
Under 25	Won't do

Suggestions for improvement: If your rating was anything less than great, get another Cash Report from your teacher and do it again. In handling money, everything has to be just right.

After you do it again, rate yourself again, checking each space *very carefully*. Write your rating on the top of the Cash Report and turn it in to your teacher. If your rating was less than great the second time, talk with your teacher about the areas you are having difficulty with, and make a plan to improve them.

Suggestion for working on this unit: Give your completed Cash Report, with the rating written on the top, to your teacher. THIS IS A CHECKPOINT. (That is, this is one of the places where you and your teacher need to be sure how you are doing.)

* * * * * * * * * * *

ACTIVITY 6: REVIEW CHANGE MAKING WORDS

Answers: 1) bank 2) till 3) number 4) denomination 5) currency
6) Cash Report 7) extending 8) Amount 9) total – add will do

How Did You Do?

9 right	Excellent
8 right	Very good. Check the word you missed, see suggestions.
7 right	Good. Find the words you missed, see suggestions.
6 right	OK. You need to learn these words. See suggestions.
5 right	You should go back and learn these. See suggestions.
4 or less	Poor. Go back to page 5 and repeat.

Suggestions for improvement: Take each word you missed, and write it on another piece of paper. Go back to the page it is explained on, re-read that section, and then write two sentences using the word. Turn in both the review and the sentences to your teacher.

Suggestion for working on this unit: CHECKPOINT. Give your teacher your corrected review and two sentences using any words you missed.

* * * * * * * * * * *

ACTIVITY 7: FINISH A CASH REGISTER RECEIPT.

Answers:

Here is how your completed receipt should look. Did you enter the date (1 point), your initials (2 points), a total (3 points)? Was your total correct (4 points)?

How Did You Do?

10 points	Great
9–7	OK
6 or less	Won't do.

#654 8-1-80
date

BRAND AUTO

J.D.
clerk

13.23
6.50
2.98
Tax 1.36

Total 24.07

THANK YOU!

Suggestions for improvement:

Forgot the date . . . . . .Look more carefully at receipt.
Forgot your initials . . . . .Read instructions more carefully.
Didn't total . . . . . .Think about the sale as you work.
Total incorrect . . . . . .Math error – find it, drill to correct.

* * * * * * * * * * *

ACTIVITY 8: WRITE A SALESCHECK

Answers: Here is a copy of the salescheck. Check each of the items listed and figure your points:

Name	2 points
Date	2 points
Quantity	1 point
Item	1 point
Amount	1 point
Tax	2 points
Total correct	1 point
Clerk	2 points

HADSEL'S HARDWARE

Name Mrs Leon Jones

Date 8/1/80

QUAN	ITEM	PRICE	AMOUNT	
1	skateboard		15	95
	Tax			96
		TOTAL	16	91

No. 7354 Clerk J Dough

Did you put anything in the Price column? If you did, subtract 3 points.

How Did You Do?

13 points	Excellent
11–12	Good
8–10	Getting there
7 or less	Not a legal salescheck!

Suggestions for improvement: If you got a Good rating, go get another salescheck and write it again – you want nothing less than perfect! For a Getting There rating, you should review the section on saleschecks before attempting to write it again. And if your salescheck wasn't legal, you need to review the section on cash register receipts as well as the one on saleschecks.

If your second attempt is not 100% right, please see your teacher for assistance.

ACTIVITY 9: MAKE CHANGE BY THE ADD-ON METHOD.

Answers: Check each figure in the "Take" and "Say" columns:

Gave	Sale	Take	Say	Gave	Sale	Take	Say
$20.00	3.98	01	3 99	$15.01	12.36	05	12 40
		01	4 00			10	12 50
		1 00	5 00			50	13 00
		5 00	10 00			1 00	14 00
		10 00	20 00			1 00	15 00
$ 5.00	4.58	01	4 59	$10.00	9.04	01	9 05
		01	4 60			10	9 15
		05	4 65			10	9 25
		10	4 75			25	9 50
		25	5 00			50	10 00
$ 5.00	2.79	01	2 80	$20.00	12.94	01	12 95
		10	2 90			05	13 00
		10	3 00			1 00	14 00
		1 00	4 00			1 00	15 00
		1 00	5 00			5 00	20 00
$10.00	8.19	01	8 20	$50.00	9.24	01	9 25
		05	8 25			25	9 50
		25	8 50			50	10 00
		50	9 00			20 00	30 00
		1 00	10 00			20 00	50 00
$10.02	7.57	10	7 65	$50.00	34.79	01	34 80
		10	7 75			10	34 90
		25	8 00			10	35 00
		1 00	9 00			5 00	40 00
		1 00	10 00			10 00	50 00

Did the two times you got extra pennies bother you? They are really easy. You just subtract the pennies from the amount owed, and count from there. For example, when the customer gave you $10.02 for a $7.57 sale, you subtract the pennies and the sale is now $7.55, take a dime and you have $7.65 and so on.

How Did You Do?

When it comes to working with money, you are either right or you are wrong. So give yourself credit if you got 100%.

Suggestion for improvement: If you had any wrong, you need PRACTICE. Use another piece of paper, and write the "Gave" and "Sale" amounts for the one you missed on it. Then think up three more sets, just like the one you missed. Count and write all four and have your teacher correct them with you.

ACTIVITY 10: REVIEW THE RULES FOR MAKING CHANGE.

Answers: The three rules are:

1) Record everything (each transaction – sale or payment).
2) Keep out customer's money until you have returned the change.
3) Add-on to make change, counting from the amount of the sale to the amount given to you.

How Did You Do?

If you had all three, and UNDERSTOOD them, you are doing FINE.

If you can't *remember* them, re-read pages 11, 14, 15 and 16 and try again. (One help is to put each rule into one key word: you RECORD (all transactions), HOLD (customer's money) and ADD-ON (to make change). Remember RECORD, HOLD and ADD-ON for proper change making.

If you aren't sure you UNDERSTAND all three, ask your teacher.

* * * * * * * * * * *

ACTIVITY 11: MAKE CHANGE AND BALANCE

Answers: This is what your Cash Proof form should look like. Check it carefully and give yourself one point for each correct entry.

Date 8-1-80 CASH PROOF FORM Name J. Dough

ENDING CASH				SALES		
Denomination	Number	Amount		Number	Amount	
20.00	1	20	00	1	3	97
10.00	1	10	00	2	18	17
5.00	4	20	00	3	2	46
1.00	7	7	00	4	4	74
.50	2	1	00	5	6	22
.25	5	1	25	6		
.10	10	1	00	7		
.05	5		25	8		
.01	6		06	9		
				10		
	CASH TOTAL	60	56	11		
				12		
Total sales	35.56			TOTAL SALES	35	56
Plus bank	25.00					
TOTAL	60.56	Amount short		Amount over		

How Did You Do?

30 points	You've got it!
27 – 29	Almost – just work a *little* more carefully.
26 or less	Need more practice.

Suggestion for improvement: If you balanced, circle your errors (to help you remember next time) and correct them. Hand in your corrected form. If you did not balance, get another form and start all over again. Correct your second form and hand it in. Discuss your errors and how you are going to correct them with your teacher.

Suggestion for working on this unit: This is a CHECKPOINT. Hand in your Cash Proof form.

Fix your bank and customer's wallet so they are ready to use next time.

* * * * * * * * * * *

ACTIVITY 12: BALANCE AND RECORD OVERS AND SHORTS

Answers:

Sales total:	$169.96
plus bank	+ 25.00
Cash should be:	194.96
Cash count is:	- 193.71
Cash SHORT	$ 1.25

How Did You Do?

No errors	Perfect – continue with unit.
ANY errors	Try again on bottom of page.

Suggestion for improvement: See your teacher for the correct answer to the second problem.

* * * * * * * * * * *

PRACTICE TAPE No. 1: HADSEL'S HARDWARE

Answers: A completed Cash Proof Form is on the next page. Check each figure on it, and circle any errors.

How Did You Do?

No errors	You've got it!
ANY errors	Repeat the tape. Get more forms from your teacher.

Suggestion: CHECKPOINT. Staple saleschecks and Cash Report to Cash Proof and hand them in. See your teacher if you are having any problems.

PRACTICE TAPES 1 AND 2

Date 8-1 — CASH PROOF FORM — Name J. Dough

Hadsel's Hardware

ENDING CASH

Denomination	Number	Amount
20.00	2	40 00
10.00	2	20 00
5.00	3	15 00
1.00	3	3 00
.50	3	1 50
.25	4	1 00
.10	8	80
.05	6	30
.01	5	05
CASH TOTAL		81 65

SALES

Number	Amount
1	9 47
2	9 28
3	20 67
4	4 51
5	12 72
6	
7	
8	
9	
10	
11	
12	
TOTAL SALES	56 65

Total sales 56.65
Plus bank 25.00
TOTAL 81.65

Amount short _____ Amount over _____

Date 8-1 — CASH PROOF FORM — Name J. Dough

Brand Auto

ENDING CASH

Denomination	Number	Amount
20.00	2	40 00
10.00	0	—
5.00	5	25 00
1.00	4	4 00
.50	1	50
.25	6	1 50
.10	6	60
.05	1	05
.01	3	03
CASH TOTAL		71 68

SALES

Number	Amount
1	6 93
2	3 16
3	1 90
4	2 10
5	8 06
6	9 18
7	6 35
8	9 00
9	
10	
11	
12	
TOTAL SALES	46 68

Total Sales 46.68
Plus bank 25.00
TOTAL 71.68

Amount short _____ Amount over _____

PRACTICE TAPE No. 2: BRAND AUTO ACCESSORIES

Answers: A completed Cash Proof is on the bottom of page 9. Check each space and circle any errors.

How Did You Do?

No errors	You are doing just fine.
ANY errors	Repeat the tape. Get more forms from your teacher.

* * * * * * * * * * *

PRACTICE TAPE No. 3: WASHINGTON'S GIANT BURGERS

Answers: Check this Cash Proof as you did the others.

Date 8/1 — CASH PROOF FORM Washington's — Name J. Dough

ENDING CASH

Denomination	Number	Amount
20.00	0	—
10.00	1	10 00
5.00	4	20 00
1.00	12	12 00
.50	3	1 50
.25	3	75
.10	2	20
.05	2	10
.01	15	15
CASH TOTAL		44 70

SALES

Number	Amount
1	56
2	50
3	40
4	6 75
5	4 20
6	1 90
7	1 05
8	1 35
9	1 40
10	70
11	95
12	56
TOTAL SALES	19 70

Total sales 19.70
Plus bank 25.00
TOTAL 44.70

Amount short _____ Amount over _____

How Did You Do?

NO errors	Wonderful! You are ready for the test.
ANY errors	Repeat the tape.

Suggestions: There are many other ways to pracitce. If you are having any problems, SEE YOUR TEACHER.

GOOD LUCK, AND GOOD CHANGE MAKING!

Teacher's Masters

DOLLAR$ AND ENE

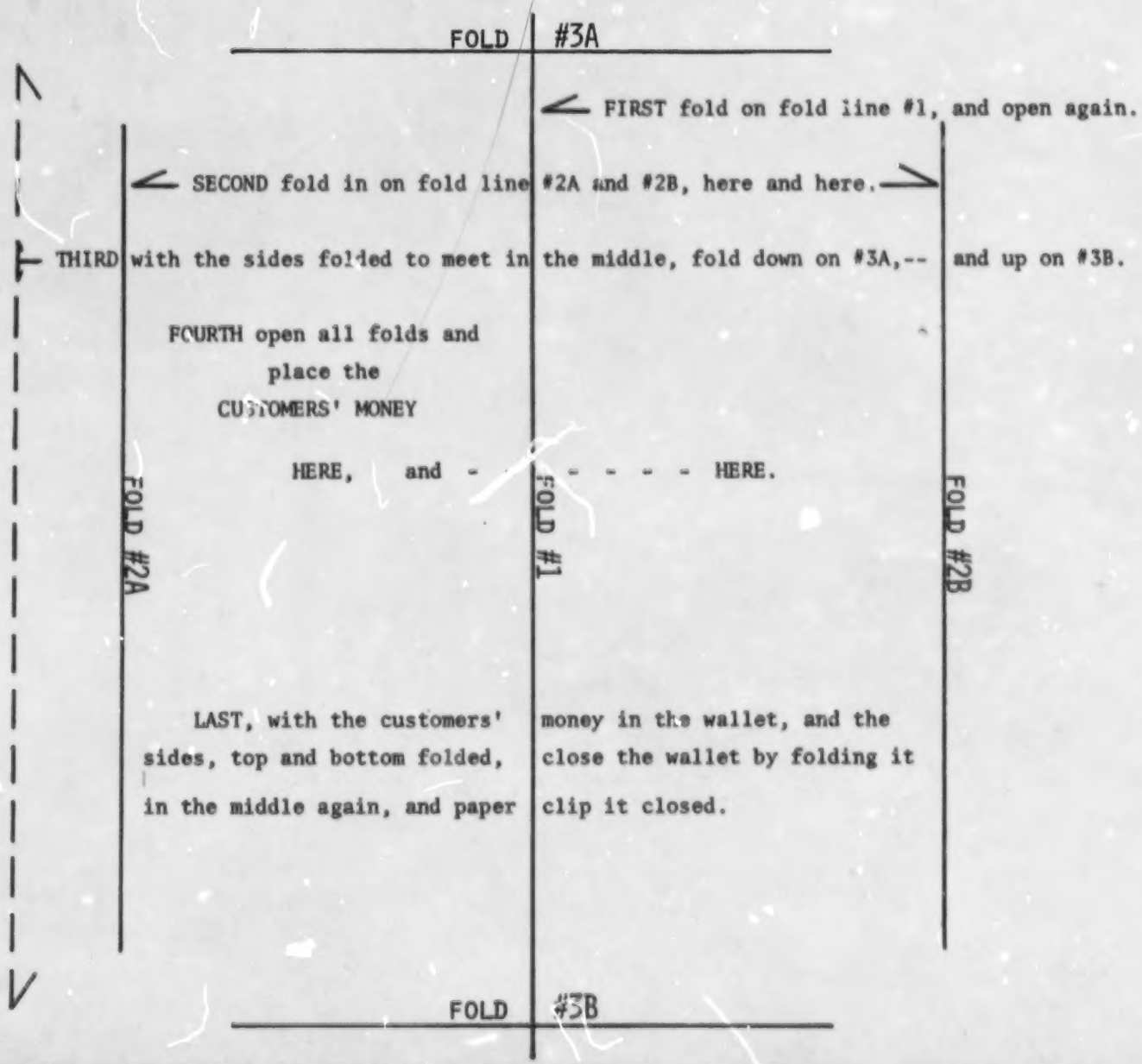
CHECK SHEET

Beginning date_____ Student_____

ACTIVITY NO.	RATING	INITIALS	DATE
1.	_____		
2.	_____		
3.	_____		
4.	_____		
*** 5.	_____	_____	_____
*** 6.	_____	_____	_____
7.	_____		
8.	_____		
9.	RIGHT _____ WRONG _____		
10.	Got 3 2 1 0 _____		
*** 11.	_____	_____	_____
12.	100% 1st time 2nd Oops _____		
***Tape 1.	100% 1st time 2nd Oops _____	_____	_____
Tape 2.	100% 1st time 2nd Oops _____		
Tape 3.	100% 1st time 2nd Oops _____		
***TEST 1	_____	_____	_____
***TEST 2	_____	_____	_____
	SATISFACTORILY COMPLETED_____ RECYCLE_____	_____	_____

*** CHECKPOINTS: TURN IN PAPERS TO YOUR TEACHER AND HAVE HIM OR HER INITIAL AND DATE THIS CHECK SHEET.

CUSTOMERS' WALLET


FOLD #3A
FIRST fold on fold line #1, and open again.
SECOND fold in on fold line #2A and #2B, here and here.
THIRD with the sides folded to meet in the middle, fold down on #3A,-- and up on #3B.
FOURTH open all folds and place the CUSTOMERS' MONEY HERE, and - - - - - - HERE.
FOLD #2A
FOLD #1
FOLD #2B
LAST, with the customers' sides, top and bottom folded, in the middle again, and paper money in the wallet, and the close the wallet by folding it clip it closed.
FOLD #3B

1
1
1
1
ONE

1
1
1
1
ONE

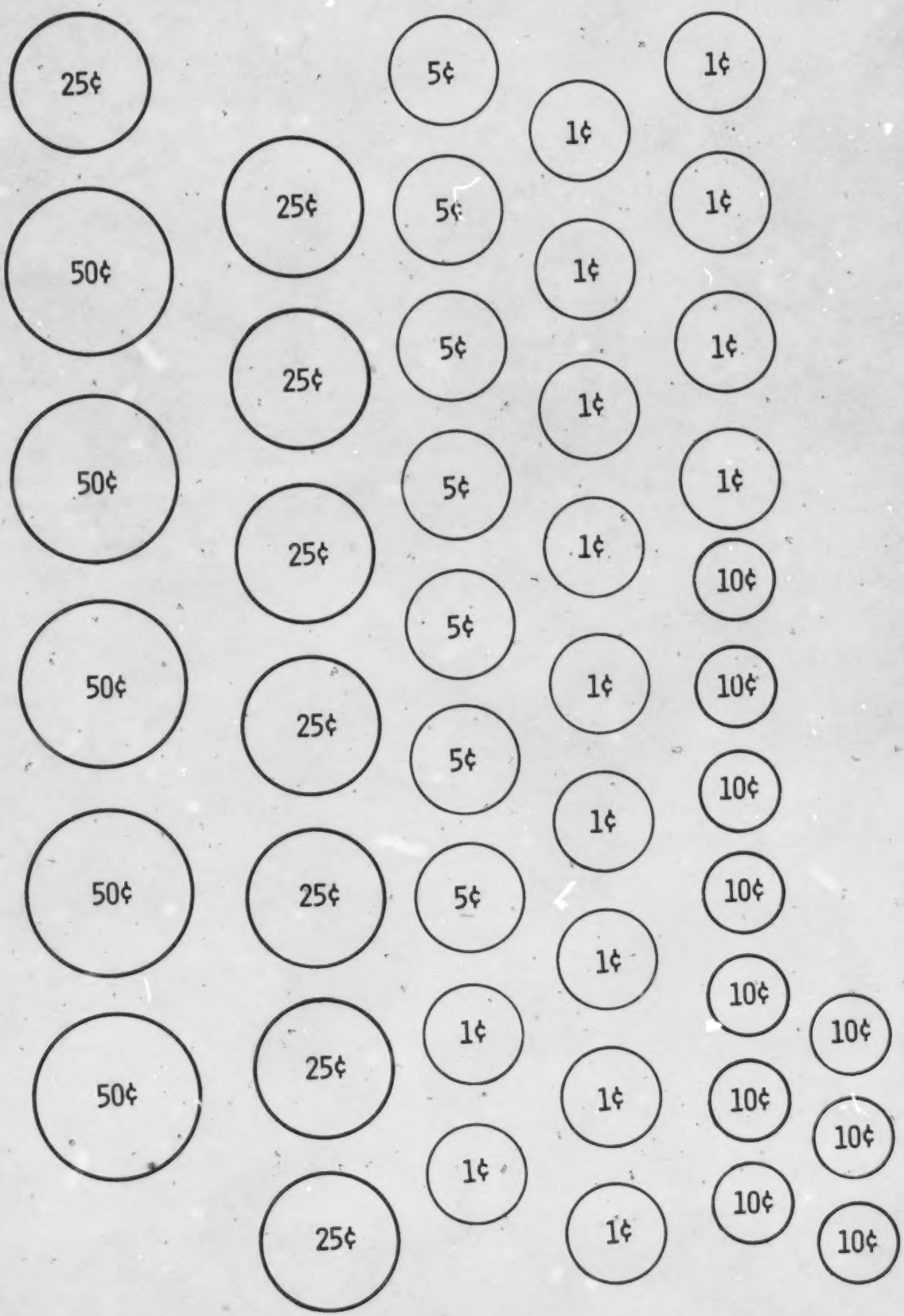
1
1
1
1
ONE

1
1
1
1
ONE

1
1
1
1
ONE

1
1
1
1
ONE

10 10 TEN 10 10	5 5 FIVE 5 5
10 10 TEN 10 10	5 5 FIVE 5 5
20 20 TWENTY 20 20	5 5 FIVE 5 5


25¢
50¢
50¢
50¢
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5¢
5¢
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10¢
10¢
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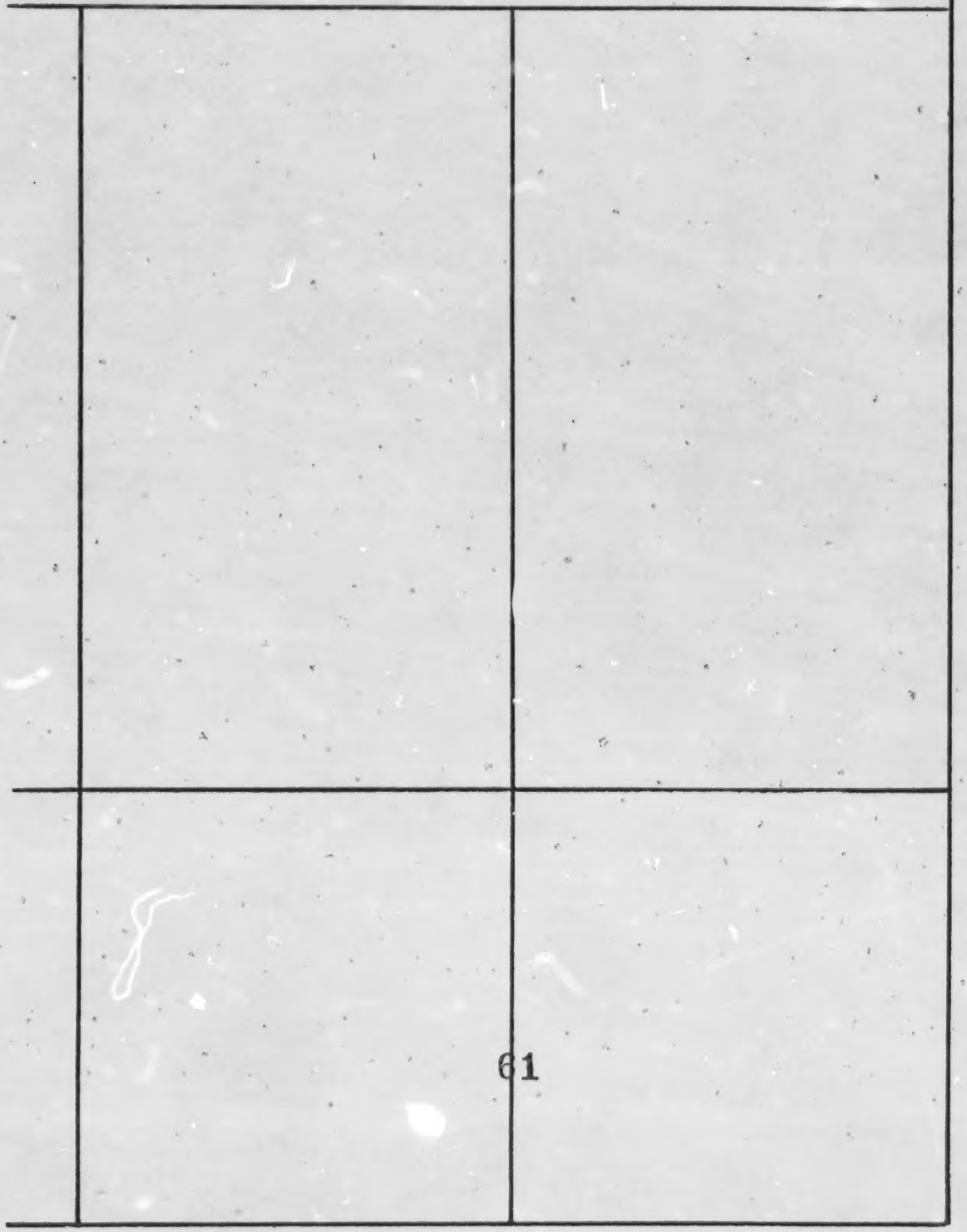
10¢

CHANGE

PLATE



Date_____ Name_____

CASH REPORT

Denomination	Number	Amount	
$ 20.00			
10.00			
5.00			
1.00			
.50			
.25			
.10			
.05			
.01			
TOTAL			

Date_____ Name_____

CASH REPORT

Denomination	Number	Amount	
$ 20.00			
10.00			
5.00			
1.00			
.50			
.25			
.10			
.05			
.01			
TOTAL			

Date_____ Name_____

CASH REPORT

Denomination	Number	Amount	
$ 20.00			
10.00			
5.00			
1.00			
.50			
.25			
.10			
.05			
.01			
TOTAL			

Date_____ Name_____

CASH REPORT

Denomination	Number	Amount	
$ 20.00			
10.00			
5.00			
1.00			
.50			
.25			
.10			
.05			
.01			
TOTAL			

Date_____ **CASH PROOF FORM** Name_____

ENDING CASH

Denomination	Number	Amount	
20.00			
10.00			
5.00			
1.00			
.50			
.25			
.10			
.05			
.01			
CASH TOTAL			

SALES

Number	Amount	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
TOTAL SALES		

Total sales _____
Plus bank _____
TOTAL _____ Amount short_____ Amount over_____

Date_____ **CASH PROOF FORM** Name_____

ENDING CASH

Denomination	Number	Amount	
20.00			
10.00			
5.00			
1.00			
.50			
.25			
.10			
.05			
.01			
CASH TOTAL			

SALES

Number	Amount	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
TOTAL SALES		

Total sales _____
Plus bank _____
TOTAL _____ Amount short_____ Amount over_____

HADSEL'S HARDWARE

Name _____

Date _____

QUAN	ITEM	PRICE	AMOUNT	
		TOTAL		

No. 7353 | Clerk

HADSEL'S HARDWARE

Name _____

Date _____

QUAN	ITEM	PRICE	AMOUNT	
		TOTAL		

No. 7354 | Clerk

HADSEL'S HARDWARE

Name _____

Date _____

QUAN	ITEM	PRICE	AMOUNT	
		TOTAL		

No. 7355 | Clerk

HADSEL'S HARDWARE

Name _____

Date _____

QUAN	ITEM	PRICE	AMOUNT	
		TOTAL		

No. 7356 | Clerk

#653 _____ date

BRAND AUTO

clerk

7.95
6.49
4.27
Tax 1.12

Total

THANK YOU!

#654 _____ date

BRAND AUTO

clerk

13.23
6.50
2.98
Tax 1.36

Total

THANK YOU!

#655 _____ date

BRAND AUTO

clerk

1.98
.76
.76
.76
.76
.76
.76
Tax .39

Total

THANK YOU!

#656 _____ date

BRAND AUTO

clerk

2.98
Tax .18

Total

THANK YOU!

#657 _____ date

BRAND AUTO

clerk

1.79
Tax .11

Total

THANK YOU!

#658 _____ date

BRAND AUTO

clerk

1.98
Tax .12

Total

THANK YOU!

#659 _____ date

BRAND AUTO

clerk

.95
.95
.95
.95
.95
.95
.95
.95
Tax .46

Total

THANK YOU!

#660 _____ date

BRAND AUTO

clerk

1.89
1.79
4.98
Tax .52

Total

THANK YOU!

#661 _____ date

BRAND AUTO

clerk

4.50
1.49
Tax .36

Total

THANK YOU!

#662 _____ date

BRAND AUTO

clerk

7.93
.28
.28
Tax .51

Total

THANK YOU!

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total	
	Giantburger	.75		
	GB & Cheese	.85		
	French Fries, Sm	.35		
	Lg	.50		
	Turnover, Ap Ch	.35		
	Shake, Choc	.50		
	Vanilla Straw	.50		
	Coke 7-up Sm	.20		
	Coke 7-up Lg	.35		
	Milk Coffee	.20		
	TOTAL			

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total	
	Giantburger	.75		
	GB & Cheese	.85		
	French Fries, Sm	.35		
	Lg	.50		
	Turnover, Ap Ch	.35		
	Shake, Choc	.50		
	Vanilla Straw	.50		
	Coke 7-up Sm	.20		
	Coke 7-up Lg	.35		
	Milk Coffee	.20		
	TOTAL			

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total	
	Giantburger	.75		
	GB & Cheese	.85		
	French Fries, Sm	.35		
	Lg	.50		
	Turnover, Ap Ch	.35		
	Shake, Choc	.50		
	Vanilla Straw	.50		
	Coke 7-up Sm	.20		
	Coke 7-up Lg	.35		
	Milk Coffee	.20		
	TOTAL			

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total	
	Giantburger	.75		
	GB & Cheese	.85		
	French Fries, Sm	.35		
	Lg	.50		
	Turnover, Ap Ch	.35		
	Shake, Choc	.50		
	Vanilla Straw	.50		
	Coke 7-up Sm	.20		
	Coke 7-up Lg	.35		
	Milk Coffee	.20		
	TOTAL			

PLATE

CHANGE

ACTIVITY 4

Date_____ Name_____

CASH REPORT

Denomination	Number	Amount	
$20.00			
10.00			
5.00			
1.00			
.50			
.25			
.10			
.05			
.01			
TOTAL			

ACTIVITY 7

#654 _____
date

BRAND AUTO

13.23
clerk 6.50
2.98
Tax 1.36

Total

THANK YOU!

ACTIVITY 8

HADSEL'S HARDWARE

Name_____

Date_____

QUAN	ITEM	PRICE	AMOUNT	
	TOTAL			

No. 7347	Clerk

ACTIVITY 9

INSTRUCTIONS: Write in the "Take" and "Say" columns each coin or bill and the new amount you would get in making change. The first one has been done as an example.

Customer gave	Sale is	Take		Say		Customer gave	Sale is	Take		Say	
$20.00	$ 3.98		01	3	99	$15.01	$12.36				
			01	4	00						
		1	00	5	00						
		5	00	10	00						
		10	00	20	00						
$ 5.00	$ 4.58					$10.00	$ 9.04				
$ 5.00	$ 2.79					$20.00	$12.94				
$10.00	$ 8.19					$50.00	$ 9.24				
$10.02	$ 7.57					$50.00	$34.79				

For Bank **ACTIVITY 11** For Wallet

Date_____ Name_____

CASH REPORT

Denomination	Number	Amount	
$ 20.00			
10.00			
5.00			
1.00			
.50			
.25			
.10			
.05			
.01			
TOTAL			

Date_____ Name_____

CASH REPORT

Denomination	Number	Amount	
TOTAL			

Date_____

CASH PROOF FORM

Name_____

ENDING CASH

Denomination	Number	Amount	
20.00			
10.00			
5.00			
1.00			
.50			
.25			
.10			
.05			
.01			
CASH TOTAL			

SALES

Number	Amount	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
TOTAL SALES		

Total sales _____

Plus bank _____

TOTAL _____ Amount short _____ Amount over _____

ACTIVITY 12

Date_____ CASH PROOF FORM Name_____

ENDING CASH

Denomination	Number	Amount
20.00	4	
10.00	4	
5.00	9	
1.00	24	
.50	4	
.25	6	
.10	8	
.05	6	
.01	11	
	CASH TOTAL	

SALES

Number	Amount
1	27 19
2	16 73
3	31 42
4	8 66
5	14 54
6	22 85
7	32 97
8	5 28
9	9 32
10	
11	
12	
TOTAL SALES	

Total sales _____
Plus bank _____
TOTAL _____ Amount short _____ Amount over _____

Date_____ CASH PROOF FORM Name_____

ENDING CASH

Denomination	Number	Amount
20.00	4	
10.00	5	
5.00	10	
1.00	12	
.50	3	
.25	7	
.10	7	
.05	8	
.01	11	
	CASH TOTAL	

SALES

Number	Amount
1	32 16
2	17 92
3	21 73
4	9 64
5	13 87
6	22 45
7	8 31
8	14 58
9	6 09
10	23 76
11	
12	
TOTAL SALES	

Total sales _____
Plus bank _____
TOTAL _____ Amount short _____ Amount over _____

TAPE 1: HADSEL'S HARDWARE

Date_____ Name_____

CASH REPORT

Denomination	Number	Amount
$ 20.00		
10.00		
5.00		
1.00		
.50		
.25		
.10		
.05		
.01		
TOTAL		

HADSEL'S HARDWARE

Name_____

Date_____

QUAN	ITEM	PRICE	AMOUNT
	TOTAL		

No. 7348 | Clerk

HADSEL'S HARDWARE

Name_____

Date_____

QUAN	ITEM	PRICE	AMOUNT
	TOTAL		

No. 7349 | Clerk

HADSEL'S HARDWARE

Name_____

Date_____

QUAN	ITEM	PRICE	AMOUNT
	TOTAL		

No. 7350 | Clerk

TAPE 1: CONTINUED

HADSEL'S HARDWARE

Name _____

Date _____

QUAN	ITEM	PRICE	AMOUNT	
		TOTAL		

No. 7351 | Clerk

HADSEL'S HARDWARE

Name _____

Date _____

QUAN	ITEM	PRICE	AMOUNT	
		TOTAL		

No. 7352 | Clerk

Date _____ CASH PROOF FORM Name _____

ENDING CASH

Denomination	Number	Amount	
20.00			
10.00			
5.00			
1.00			
.50			
.25			
.10			
.05			
.01			
	CASH TOTAL		

SALES

Number	Amount	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
TOTAL SALES		

Total sales _____

Plus bank _____

TOTAL _____ Amount short _____ Amount over _____

TAPE 2: BRAND AUTO ACCESSORIES

Date_____ Name_____

CASH REPORT

Denomination	Number	Amount
$ 20.00		
10.00		
5.00		
1.00		
.50		
.25		
.10		
.05		
.01		
TOTAL		

#655 _____ date

BRAND AUTO

1.98
clerk .76
.76
.76
.76
.76
.76
Tax .39

Total

THANK YOU!

#656 _____ date

BRAND AUTO

2.98
clerk Tax .18

Total

THANK YOU!

#657 _____ date

BRAND AUTO

1.79
clerk Tax .11

Total

THANK YOU!

#658 _____ date

BRAND AUTO

1.98
clerk Tax .12

Total

THANK YOU!

#659 _____ date

BRAND AUTO

.95
clerk .95
.95
.95
.95
.95
.95
.95
Tax .45

Total

THANK YOU!

TAPE 2: CONTINUED

#660 _____ date

BRAND AUTO

	1.89
clerk	1.79
	4.98
Tax	.52
Total	

THANK YOU!

#661 _____ date

BRAND AUTO

	4.50
clerk	1.49
Tax	.36
Total	

THANK YOU!

#662 _____ date

BRAND AUTO

	7.93
clerk	.28
	.28
Tax	.51
Total	

THANK YOU!

Date_____ CASH PROOF FORM Name_____

ENDING CASH

Denomination	Number	Amount	
20.00			
10.00			
5.00			
1.00			
.50			
.25			
.10			
.05			
.01			
CASH TOTAL			

SALES

Number	Amount	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
TOTAL SALES		

Total sales _____

Plus bank _____

TOTAL _____ Amount short_____ Amount over_____

TAPE 3: WASHINGTON'S GIANT BURGERS

Date_____ Name_____

CASH REPORT

Denomination	Number	Amount
$ 20.00		
10.00		
5.00		
1.00		
.50		
.25		
.10		
.05		
.01		
TOTAL		

Practice Slip

W A S H I N G T O N ' S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
	GB & Cheese	.85	
	French Fries, Sm	.35	
	Lg	.50	
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
	Vanilla Straw	.50	
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		

W A S H I N G T O N ' S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
	GB & Cheese	.85	
	French Fries, Sm	.35	
	Lg	.50	
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
	Vanilla Straw	.50	
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		

W A S H I N G T O N ' S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
	GB & Cheese	.85	
	French Fries, Sm	.35	
	Lg	.50	
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
	Vanilla Straw	.50	
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		

TAPE 3: CONTINUED

W A S H I N G T O N ' S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total	
	Giantburger	.75		
	GB & Cheese	.85		
	French Fries, Sm	.35		
	Lg	.50		
	Turnover, Ap Ch	.35		
	Shake, Choc	.50		
	Vanilla Straw	.50		
	Coke 7-up Sm	.20		
	Coke 7-up Lg	.35		
	Milk Coffee	.20		
	TOTAL			

W A S H I N G T O N ' S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total	
	Giantburger	.75		
	GB & Cheese	.85		
	French Fries, Sm	.35		
	Lg	.50		
	Turnover, Ap Ch	.35		
	Shake, Choc	.50		
	Vanilla Straw	.50		
	Coke 7-up Sm	.20		
	Coke 7-up Lg	.35		
	Milk Coffee	.20		
	TOTAL			

W A S H I N G T O N ' S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total	
	Giantburger	.75		
	GB & Cheese	.85		
	French Fries, Sm	.35		
	Lg	.50		
	Turnover, Ap Ch	.35		
	Shake, Choc	.50		
	Vanilla Straw	.50		
	Coke 7-up Sm	.20		
	Coke 7-up Lg	.35		
	Milk Coffee	.20		
	TOTAL			

W A S H I N G T O N ' S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total	
	Giantburger	.75		
	GB & Cheese	.85		
	French Fries, Sm	.35		
	Lg	.50		
	Turnover, Ap Ch	.35		
	Shake, Choc	.50		
	Vanilla Straw	.50		
	Coke 7-up Sm	.20		
	Coke 7-up Lg	.35		
	Milk Coffee	.20		
	TOTAL			

TAPE 3: CONTINUED

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
	GB & Cheese	.85	
	French Fries, Sm	.35	
	Lg	.50	
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
	Vanilla Straw	.50	
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
	GB & Cheese	.85	
	French Fries, Sm	.35	
	Lg	.50	
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
	Vanilla Straw	.50	
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
	GB & Cheese	.85	
	French Fries, Sm	.35	
	Lg	.50	
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
	Vanilla Straw	.50	
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
	GB & Cheese	.85	
	French Fries, Sm	.35	
	Lg	.50	
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
	Vanilla Straw	.50	
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		

TAPE 3: CONTINUED

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
	GB & Cheese	.85	
	French Fries, Sm	.35	
	Lg	.50	
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
	Vanilla Straw	.50	
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		

WASHINGTON'S
Giant Burgers
ORDER SLIP

No.	Item	Price	Total
	Giantburger	.75	
	GB & Cheese	.85	
	French Fries, Sm	.35	
	Lg	.50	
	Turnover, Ap Ch	.35	
	Shake, Choc	.50	
	Vanilla Straw	.50	
	Coke 7-up Sm	.20	
	Coke 7-up Lg	.35	
	Milk Coffee	.20	
	TOTAL		

Date_____ CASH PROOF FORM Name_____

ENDING CASH

Denomination	Number	Amount
20.00		
10.00		
5.00		
1.00		
.50		
.25		
.10		
.05		
.01		
CASH TOTAL		

SALES

Number	Amount
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
TOTAL SALES	

Total sales _____
Plus bank _____
TOTAL _____ Amount short _____ Amount over _____

TAPED TEST 1

Date_____ Name_____

CASH REPORT

Denomination	Number	Amount	
$ 20.00			
10.00			
5.00			
1.00			
.50			
.25			
.10			
.05			
.01			
TOTAL			

Date_____ CASH PROOF FORM Name_____

ENDING CASH

Denomination	Number	Amount	
20.00			
10.00			
5.00			
1.00			
.50			
.25			
.10			
.05			
.01			
CASH TOTAL			

SALES

Number	Amount	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
TOTAL SALES		

Total sales _____
Plus bank _____
TOTAL _____ Amount short _____ Amount over _____

TAPED TEST 2

Date_____ Name_____

CASH REPORT

Denomination	Number	Amount
$ 20.00		
10.00		
5.00		
1.00		
.50		
.25		
.10		
.05		
.01		
TOTAL		

Date_____ **CASH PROOF FORM** Name_____

ENDING CASH

Denomination	Number	Amount
20.00		
10.00		
5.00		
1.00		
.50		
.25		
.10		
.05		
.01		
CASH TOTAL		

SALES

Number	Amount
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
TOTAL SALES	

Total sales _____
Plus bank _____
TOTAL _____ Amount short_____ Amount over_____